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OPERATIONS DIRECTORATE SUPPORT OFFICERS NOTES

27 November 1973

Since we have completed the showings of our package of MBO film clips, we will forego the usual meeting on Wednesday, 28 November. However, we are listing a few items of general interest for your information.

1. Employees planning TDY or PCS travel to Europe should bear in mind that in many countries Sunday driving is banned. It might be well to avoid arriving on a Sunday or holiday.

2. The concept of a "unit citation" as an addition to the Agency's awards program has been approved. In addition, a proposed plan for a memorial plaque to honor CIA employees who lost their lives in the service of their country has been approved. We will hear more on these items from the Office of Personnel at a later date.

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3. There is a book dispatch being circulated for coordination announcing the closing of [REDACTED] January 15, 1974 is the last date [REDACTED]

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4. On 9 November the Counterterrorism Committee Working Group met with Marvin Gentile, the Director of Security at the Department of State, to review the Department's future plans to combat terrorism overseas. Mr. Gentile reviewed in some detail State Department's plans for allocating some \$20 million for additional security. This money would be spent on additional marine guards at official installations, additional local guards for both official and private residences, additional Seabees for physical renovations, the addition of building lights, grills and alarms, more car armoring, more ordnance, and last but not least, more security officers. Mr. Gentile assured the group that he is involved in all new building design activity from a security standpoint. He also told the group that there were many requirements to improve building security through renovation. However, this work would have to be prioritized since there was not sufficient money to do all they would like to do. [REDACTED] reviewed and displayed some sample "less-than-lethal" weapons still in the R&D stage. It proved of interest to 25X1A Mr. Gentile. At the end of the meeting, Mr. Gentile stated his conscious desire to cooperate with Agency representatives on security matters. If anyone is interested in additional details regarding State's future planning in this regard, please get in touch with [REDACTED] office. 25X1A

5. The proposal to revise parking at headquarters from a reserved to a zoned concept has been shelved and the matter of parking will be studied further at senior levels.

6. Attached is a copy of the routing and pick-up points for key employees requiring official transportation during officially declared snow emergencies. Please reproduce sufficient copies for distribution within your staff or division.

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7. Attached for your information are some notes pertaining to building environmental guidelines. Please pass this on to your log officers if they do not already have a copy.

8. Attached is a copy of a recent memo from the Office of Personnel pertaining to travel expenses in connection with medal award ceremonies. A copy was distributed to all DDO division and staff chiefs by Plans Staff/CMG on 26 November. Please be sure that your personnel officers see this.

9. Attached is a new schedule of per diem rates for employees assigned to long-term external training programs.

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10. We have a draft memo pertaining to [REDACTED] (unaccompanied air freight) that could be used as a book dispatch if any Area Division feels it necessary to alert their stations regarding this pending change. Hopefully, the change will be approved and issued within a few weeks.

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11. At 3 p.m. on Wednesday, 5 December, we are planning to have a special meeting dealing

12. Anyone performing courier service to the White House and Executive Office Building should be alerted that the Secret Service is concerned about unnecessary loitering within these buildings.

13. The DDO has asked for additional study on the wisdom of the employment of retired annuitants under contract. There is little, if any, problem with utilizing annuitants as part-time consultants.

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14. The DDO has asked that the reports requested from each Division and Staff regarding the [REDACTED] be submitted as soon as possible to SSA-DD/M&S (not later than COB 30 November 1973). Please follow up on this as we must have the DDO certification in the Office of the DCI by 3 December 1973.

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